

Sam Houston State University Human Resources

Staff Classification Description – Director of Student Activities

Skill Category: Executive/Administrative

Position (Employee) Class: 1M170

Grade: NC

Date: 07/2016

Department: Student Activities & Leadership Initiatives

Educational & Experience Requirement: Bachelor's degree in student personnel administration or related field. Master's degree in a related field desirable. A minimum of seven years experience in student personnel administration or experience in a related field is required. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides administrative leadership in budget planning, personnel management, procedure development, risk management and policy recommendations for Program Council (PC), Multicultural Student Services (MISS), Spirit Programs and Traditions/Special Events.

Supervision Given & Received: Receives minimum direction from the Executive Director of Campus Activities and Leadership Initiatives. Provides supervision to two assistant directors, two coordinators, a specialist, two administrative employees and student employees.

Primary Responsibilities: Provides administrative leadership in budget planning, personnel management, procedure development, risk management and policy recommendations for Program Council (PC), Multicultural Student Services (MSS), Spirit Programs and Traditions/Special Events. Creates, develops, implements and maintains marketing strategies for PC, MSS, Spirit Programs and Traditions/Special Events. Oversees all fiscal, personnel, and facility matters of the department including but not limited to budget preparation and supervision; personnel selection; and evaluations. Develops, implements, and evaluates promotional strategies to get students involved in student development activities and programs offered at SHSU. Oversees strategic departmental marketing and program marketing offered to students, staff, faculty, and off campus constituents. Assists the Executive Director with strategic planning and assessment. Maintains appropriate liaisons with campus programmers, facility managers, faculty, and other staff who can impact student development. Advises staff in coordinating student employee training programs. Ensures compliance with applicable departmental and university policies and local, state, and federal requirements. Serves on University and Division of Student Services committees as requested or assigned. Performs other related duties as assigned.

Other Specifications: Contact with students, staff, faculty, administration, alumni, parents, corporate officials, public officials, and the general public. Occasionally requires working outside for outdoor events and incumbent could be exposed to various weather elements.

This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.